

~~MEMORANDUM~~

STATINTL

TO : Mr.
Mr.
Mr.
Mr.

22 November 1946

FROM : Assistant Chief, Finance Division

In furtherance of our discussion on 21 November relative to the preparation and distribution of CIG contracts, it is understood that in order to comply with existing requirements and regulations the following action will be taken by pertinent officials:

1. All contracts in excess of \$2000 or involving a sum between \$100 and \$2000, where more than one payment will be required, will be numbered in the approved CIG series of contract numbers as required by General Regulation . The original contract will normally consist of Standard Form 1036 and the Accepted Award Form No. 33.

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2. All procurement transactions involving sums between \$100 and \$2000, involving only one payment transaction, will be supported by an unnumbered contract unless due to the public exigency or some other valid reason compliance with Section 3709 is not adhered to, in which case Standard Form 1036 will be prepared with appropriate information and statement of justification.

3. The original and one copy of all contracts will be forwarded to the Fiscal Section. The original signed contract will be placed in the file retained for the use of the General Accounting Office auditors.

4. The use of Form 1036 in those instances where a formal contract may not be executed due to noncompliance with Section 3709, is to be followed to maintain uniformity and standardization in procedures. Failure to comply with Section 3709, revised statutes, must be satisfactorily explained to the certifying officer in each case.

It is the understanding of the undersigned that all numbered contracts, i.e., those in excess of \$2000 and contracts involving sums between \$100 and \$2000 which require more than one payment, will be cleared with the General Counsel as to propriety and correctness from a legal viewpoint. The Fiscal Section will take no action to control the clearance of such contracts through the General Counsel unless formal instructions are received, since this is primarily a matter concerning the Services Division and the Office of General Counsel.

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hvw
cc: Mr. Saunders
Mr. Houston

Assistant Chief
Finance Division

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TAB

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Executive for Administration and Management

28 July 1947

Map Intelligence Survey Team

Transfer of the Map Intelligence Division and Joint Intelligence Studies Publishing Board staff, Department of State, to CIG.

1. A survey of the Map Intelligence Division (MI) and the Joint Intelligence Studies Publishing Board (JISPB) activities of the Department of State has been made in order to evaluate these activities, the number and types of personnel involved, and the problems concerning their integration into CIG. A brief description of the MI activity as a central service appropriate for integration into CIG is attached (Tab A).

2. As a result of the survey, it is recommended that:

- (a) MI, including its total present functions, be transferred to CIG and established as the Map Intelligence Branch in ONE.
- (b) The Joint Intelligence Studies Publishing Board functions of the Department of State be transferred to CIG and integrated into the Basic Intelligence Staff, ONE.
- (c) All MI and JISPB personnel, who are appropriately cleared for security, be initially transferred to CIG at their present classification grades.
- (d) The transfer of facilities and personnel to be made in accordance with the agreement between Department of State and CIG (Tab B).

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Attach: Tab A
" B

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